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ABSTRACT

The information sources suggested in this guide are intended only to describe the kinds of material which are available. It is hoped the guide will serve as a reminder of certain approaches to the information sources discussed which will increase their usefulness to researchers. (NH)

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HOW TO SECURE ADDITIONAL INFORMATION ABOUT YOUR SUBJECT

A Guide for Researchers to Reference Material in Their Local Communities

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February 2

HOW TO SECURE ADDITIONAL INFORMATION ABOUT YOUR SUBJECT

A Guide for Researchers to Reference Material in Their Local Communities

Should you wish to pursue your inquiry further, the Library of Congress would like to suggest some additional sources of information which may be available in your local community. Most areas have either a city or county public library which will be pleased to help you with your research problems. Also, if these facilities are not available, many states maintain an information service for their citizens through their state library agency or the extension service of their state university. You may find one of these useful.

For those of you who do have a library in your area, we would suggest your examining one or more of the following information sources. We are only attempting here to describe the kinds of material which are available and perhaps remind you of certain approaches which will increase their usefulness to you. The first two examples are obvious; others may be new to you. We hope some of them will provide additional material on your question.

BOOKS ON YOUR SUBJECT

If your library has recent books about your topic, these will probably be your best source of information. You may determine what volumes your library owns by using its card catalog which will be arranged by subject as well as by author and title. To find the books you wish, you need only to look under the word most commonly used to describe your subject. It is probable that this will either reveal at once the titles you want or provide a "see reference" suggesting a different form of the subject phrase as it is used by your library. If neither of these gives you what you require, you should ask your librarians for possible additional headings which might be appropriate. They are there to help you and will be pleased to give you assistance.

INFORMATION IN ENCYCLOPEDIAS

Encyclopedias are excellent sources of general background information. When you search for your subject in an encyclopedia, it is frequently better to start by examining the index in the final volume than to try to find your topic in the alphabetically arranged text. This is

the case because specific, detailed subjects are often discussed within broader general articles and thus appear below the title of the more comprehensive topic. The index will lead you directly to the portion you need.

Many questions are answered as well by encyclopedias designed for high school and young people's use as they are by the large, "adult" works since the former often present highly complex topics in a more simplified, non-technical form. There are numerous fine encyclopedias, among them:

Collier's Encyclopedia

Compton's Pictured Encyclopedia and Fact-Index

Encyclopedia Americana

Encyclopaedia Britannica

Grolier Universal Encyclopedia

World Book Encyclopedia

MAGAZINE AND NEWSPAPER ARTICLES ABOUT YOUR SUBJECT

If your inquiry concerns a topic of current interest, frequently your best information will be found in magazines and newspapers. There are many subject indexes to these articles and your library will have one or more of them. Since no index lists all the magazines that are available, you should examine only those that concern themselves with the periodicals most closely related to your subject. Again, there are so many of these periodical indexes published that few libraries have all that are available, but each will have selected those that best serve the periodicals the library receives. Among those which may be available are:

Readers' Guide to Periodical Literature - indexes the most popular magazines found in people's homes or on the newsstands; covers magazines specializing in current events, political and social problems, homemaking, literature, and entertaining.

Social Sciences and Humanities Index - indexes magazines specializing in the social sciences and the humanities: political science, sociology, history, psychology, economics, etc.

Business Periodicals Index - indexes magazines concerned with banking and commerce, utilities, taxation, the marketing of steel, petroleum, foodstuffs, etc.

Applied Science and Technology Index - indexes magazines dealing with aeronautics, chemistry, construction, electricity, engineering, geology, transportation, and similar subjects.

Biological and Agricultural Index - indexes magazines specializing in agriculture, biology, horticulture, and rural life.

Art Index - indexes magazines concerned with painting, sculpture, interior decorating, architecture, arts and crafts, and industrial design.

Education Index - a subject index to magazines, yearbooks and the like concerned with all aspects of education.

Index to Legal Periodicals - indexes articles in legal journals by subject and author, plus giving a table of cases and an index to book reviews.

New York Times Index - indexes the articles which have appeared in the New York Times, and by giving the date when news events occur, also serves as an index to other daily newspapers.

Public Affairs Information Service Bulletin ("P.A.I.S.") - A subject index to periodicals, pamphlets, and documents in the fields of government, economics, sociology, and social work.

Wall Street Journal Index - indexes the corporate news items and the general items which appear in the Wall Street Journal.

YEARBOOKS, ALMANACS, HANDBOOKS, AND STATISTICAL SOURCES

Basic, factual information found in general publications and encyclopedias can be brought up to date by the use of annual yearbooks and handbooks. Many of the leading encyclopedias publish their own supplements which describe the events of the year just past and include the latest statistics needed to keep their general work current. Among these are:

Americana Annual

Britannica Book of the Year

World Book Year Book

In addition to these supplementary volumes there are numerous handbooks which provide the latest information on governments, current history, international affairs, and general statistics. Some examples of these are the following:

World Almanac - essentially a miniature encyclopedia providing condensed information on those subjects found to be most frequently requested in public libraries and commercial information services.

Information Please Almanac - similar to the World Almanac.

Reader's Digest Almanac - also similar to the World Almanac.

Facts on File - is a weekly digest of current news with a cumulative index. Because it appears so promptly, it is helpful in dealing with current events.

Statesman's Year Book - deals with the nations of the world; provides information on their forms of government, area, population, religion, education, finance, defense, agriculture and commerce.

The International Year Book and Statesmen's Who's Who - contains descriptions of international organizations; provides such information as the government, organization, commerce, agriculture, education and religion of the world's countries; includes brief biographies of national leaders and diplomatic representatives.

Worldmark Encyclopedia of the Nations - is a five-volume compilation of geographical, historical, political, social and economic information about the countries of the world, arranged in such a way as to make it easy to compare one country with another.

Encyclopedia of Associations - describes 13,600 national organizations in the U.S., including labor unions, trade associations, professional societies, fraternal and patriotic groups.

Statistical Abstract of the United States - provides both current and historical statistics about this country's population, and its economic, political, social and industrial organization.

Historical Statistics of the United States, Colonial Times to 1957: A Statistical Abstract Supplement - a detailed statistical record of the economic, social, cultural and political development of the nation. A supplement has been published carrying these statistics to 1962.

United States Government Organization Manual - describes the organization and purpose of each of the agencies of government - legislative, executive, and judicial; useful for finding addresses, names of government officials, and histories of government agencies which have been absorbed in other departments or abolished.

United Nations Statistical Yearbook - provides information on the population, agriculture, mining, manufacturing, education, etc., of the nations of the world.

United Nations Demographic Yearbook - provides international statistics on population, births, deaths, marriage, divorce, migration, etc.

Minerals Yearbook - contains articles describing location, uses, and production statistics of all minerals mined in this country.

Agricultural Statistics - provides information on the production, consumption, costs and returns of American agriculture.

Economic Almanac - provides statistical information, both historical and current, on prices, national income, manufacturing, and other subjects of interest to economists and businessmen.

The Foundation Directory - lists 6,803 U.S. foundations with the address, officers, and a brief description of programs and awards of each.

BOOK REVIEWS

Book reviews appear not only in the metropolitan newspapers and weekly and monthly popular magazines but also in scholarly journals, trade publications and periodicals devoted to reviewing. Reviews can be located in all of these types of sources through the following two publications.

Book Review Digest - for each title provides quotations from one to five reviews with citations to several others.

Book Review Index - lists only the location of the review and reviewer's name when mentioned. This covers many more journals than the Digest.

DOCUMENTS OF THE FEDERAL GOVERNMENT

Publications of the Government Printing Office provide a wealth of information not only about the operations of Congress and the Executive Departments of the government, but also about many aspects of the U. S. economy and social structure. The Office distributes material concerning farming, homemaking, education, transportation, small business, housing, crime, wildlife and thousands of other similar topics. So that the public may know what is available, it lists all of these documents of a non-secret nature in its "Monthly Catalog of United States Government Publications." A copy of this will probably be available in your local library. This catalog is arranged according to the various government agencies which prepare the documents, and the documents are in turn indexed in the back of each issue by the subjects they concern. The index is cumulated annually in the December issue.

Should you find material identified here which would help you with your inquiry, there are three possible ways you may secure it. First, your own library may already have purchased copies of the documents you want and have them identified in its card catalog or kept with its document collections. Second, one of the institutions in your area may be what is known as a "Government Depository." There are over 900 public and research libraries throughout the country which have been designated as depositories and these receive automatically large quantities of government material dealing with matters of interest to their local communities. Your own librarian will be able to tell you which is your nearest depository and they in turn will be pleased to help you use their collection.

A third way for you to get the documents you need is to write directly to the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402, and purchase them yourself. The items which are for sale are so designated in the Monthly Catalog, with the price stated. As you will see, the publications are inexpensive and your order will be filled and returned promptly.

In addition to the Monthly Catalog, the Printing Office also prepares "Price Lists" of its most popular publications. These are little booklets listing the documents they have available on various general subjects such as "American History," "Foreign Relations," "Health,"

"Labor" and so forth. If you will tell the Printing Office what topics interest you, they will be happy to send you the appropriate price lists without charge.

One publication of the government which may be useful in your search is the Congressional Record. Besides recording the debates which occur on the floors of Congress, the Record contains insertions of articles and speeches on many subjects. The Congressional Record appears daily during the sessions of Congress with an index which is issued every two weeks. Bound volumes of the Record are then published at the close of each session, with a cumulated index at the end.

BIOGRAPHICAL INFORMATION

For those of you who need biographical information about some individual, there are three sources: full-length biographical books, articles in the encyclopedias mentioned above, and the biographical directories. Among the latter, some of the more comprehensive American listings are:

Dictionary of American Biography - which contains detailed, interpretive biographies of leading Americans no longer living. (In 23 volumes.)

National Cyclopedia of American Biography - contains detailed, factual biographies of American notables both living and dead. (In more than 60 volumes.)

Who Was Who in America - a compendium of shorter, condensed biographies of past American leaders.

Who's Who in America - which contains condensed biographies of leading living Americans; this work is brought up to date and re-issued every two years.

Current Biography - containing extended biographies of living, newsworthy figures both American and foreign; issued monthly and cumulated at the end of the year.

Biography Index - while this does not contain actual biographies, it indexes biographies which appear in current books, pamphlets, and periodicals, and you may then request these from your librarian.

In addition to these comprehensive biographical sources, there are dozens of directories organized by the nationality, occupation, religion or geographic location, of the persons covered. Your local librarian will be happy to suggest appropriate specialized volumes which may contain additional material on the individual you are studying.

Publications referred to:

The Americana Annual. N. Y., Americana Corporation.
Applied Science and Technology Index. N. Y., H. W. Wilson Co.
The Art Index: A Cumulative Author and Subject Index to a Selected List of Fine Arts Periodicals and Museum Bulletins. N. Y., H. W. Wilson Co.
Biography Index. N. Y., H. W. Wilson Co.
The Biological and Agricultural Index. N. Y., H. W. Wilson Co.
Book Review Digest. N. Y., H. W. Wilson Co.
Book Review Index. Detroit, Gale Research Co.
Britannica Book of the Year. Chicago, Encyclopaedia Britannica, Inc.
Bulletin of the Public Affairs Information Service. N. Y., Public Affairs Information Service.
Business Periodicals Index. N. Y., H. W. Wilson Co.
Collier's Encyclopedia. N. Y., Crowell Collier and Macmillan, Inc. & Co.
Current Biography. N. Y., H. W. Wilson Co.
Dictionary of American Biography. N. Y., Charles Scribners' Sons.
Economic Almanac. N. Y., Macmillan Co.
Education Index. N. Y., H. W. Wilson Co.
Encyclopaedia Britannica. Chicago, Encyclopaedia Britannica, Inc.
Encyclopedia Americana. N. Y., Americana Corporation.
Encyclopedia of Associations. Detroit, Gale Research.
Facts on File, a Weekly Digest of World Events with Cumulative Index. N. Y., Facts on File, Inc.
The Foundation Directory. N. Y., published by the Russell Sage Foundation for the Foundation Library Center.
Grolier Universal Encyclopedia. N. Y., Grolier, Inc.

Index to Legal Periodicals. N. Y., H. W. Wilson Co.
Information Please Almanac. N. Y., Dan Golenpaul Associates.
The International Year Book and Statesmen's Who's Who. London, Burke's Peerage, Ltd.
National Cyclopedia of American Biography. N. Y., James T. White & Co.
New York Times Index. N. Y., New York Times Co.
Reader's Digest Almanac. Pleasantville, N. Y., Reader's Digest Association.
Readers' Guide to Periodical Literature. N. Y., H. W. Wilson Co.
Social Sciences and Humanities Index. N. Y., H. W. Wilson Co.
The Statesman's Year-Book; Statistical and Historical Annual of the States of the World. N. Y., Macmillan and Co.
United Nations. Dept. of Economic and Social Affairs. Statistical Office. Demographic Yearbook. N. Y., United Nations.
-----Statistical Yearbook. N. Y., United Nations.
U. S. Bureau of Mines. Minerals Yearbook. Washington, U. S. Govt. Print. Off.
U. S. Bureau of the Census. Statistical Abstract of the United States. Washington, U. S. Govt. Print. Off.
-----Historical Statistics of the United States, Colonial Times to 1957. Washington, U. S. Govt. Print. Off.
U. S. Congress. Congressional Record. Washington, U. S. Govt. Print. Off.
U. S. Dept. of Agriculture. Agricultural Statistics. Washington, U. S Govt. Print. Off.
U. S. National Archives & Records Service. United States Government Organization Manual. Washington, U. S. Govt. Print. Off.
U. S. Superintendent of Documents. Monthly Catalog of United States Government Publications. Washington, U. S. Govt. Print. Off.
Wall Street Journal Index. N. Y., Dow Jones & Co.
Who Was Who in America. Chicago, Marquis-Who's Who.
Who's Who in America. Chicago, Marquis-Who's Who.
The World Almanac and Book of Facts. N. Y., New York World-Telegram.
World Book Encyclopedia. Chicago, Field Enterprises Educational Corp.
World Book Year Book. Chicago, Field Enterprises Educational Corp.
Worldmark Encyclopedia of the Nations. N. Y., Worldmark Press, Inc.